

## **Federal Safe Routes to School Administration Requirements**

SEPA and NEPA environmental documentation is required on all projects. WSDOT's Highway and Local Programs will review your project and fill out the NEPA environmental documentation (Environmental Classification Summary) for the project (most projects will fall under the categorical exclusion provisions).

If the project requires additional right of way (the acquisition of real property), the provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 apply. If your agency is not a Certified Acceptance (CA) agency with approved Acquisition Procedures, contact your Local Program Engineer for consultation and assistance prior to beginning any right of way processes.

The design standards shall be at a minimum the City and County Design Standards (These can be found in Chapter 42 of the Local Agency Guidelines Manual). The design document and the contract documents are to be signed and stamped by a Professional Engineer Licensed in the State of Washington.

If the agency requires the consultant services of architects, landscape architects, land surveyors, or engineers, then Chapter 31 of the Local Agency Guidelines Manual needs to be followed. If there are any questions, contact your Local Program Engineer for assistance prior to beginning advertising for consultant services.

The contract documents are required to incorporate federal requirements such as Davis Bacon prevailing wage rate, competitive bidding, DBE/EEO, and Buy American provision. WSDOT's Standard Specifications for Road, Bridge, and Municipal Construction shall be used. The WSDOT's Local Program Engineer is available for advice and assistance.

The advertisement period is a minimum of three weeks.

At the completion of the Engineering Component, the agency is required to provide a Certification Statement that the work has been completed in accordance with the approved Project Prospectus, contract documents, and applicable state and local codes, public work contracting requirements and laws or provide a Building Permit that has been approved by the building inspector along with a statement that the work has been completed in accordance with the approved Project Prospectus.

At the completion of the engineering component, the WSDOT's Local Program Engineer will conduct a final inspection.

Some agencies may wish to seek a lead sponsor that has experience with working Federal Highways Administration projects. All 39 counties in Washington State, as well as approximately 60 cities have this experience and are designated as Certified Acceptance (CA) Agencies. See complete list of Certified Acceptance (CA) Agencies at <http://www.wsdot.wa.gov/TA/Operations/LAG/CAlisting032004.doc>.

**All LAG Manual Holders and All Local Agencies, please view update posted August 4, 2006.**

[http://www.wsdot.wa.gov/TA/Operations/LAG/TA LA06-2.pdf](http://www.wsdot.wa.gov/TA/Operations/LAG/TA_LA06-2.pdf)